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17 NOV 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM: [REDACTED]

Director of Information Services

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SUBJECT: OIS Weekly Report (10-16 November 1982)

Office of the Director of Information Services

The Director of Information Services and a Records Management Division representative met with the Director of Scientific and Weapons Research (D/OSWR), DDI, and members of the Position Management and Compensation Division (PMCD), OP, audit team to discuss the downgrading of two OIS positions in the OSWR Registry. New job descriptions have recently been prepared that more completely reflect the overall scope of these positions. PMCD will take a closer look at these positions based on the new job descriptions and other comparable positions that have already been approved at a higher level.

The Director of Information Services will address the DDS&T Career Development Course on Thursday, 18 November 1982.

Classification Review Division

CRD reviewed six OSS documents (6,190 pages), three DOD documents (4 pages), 67 documents (183 pages) of the Foreign Relations of the United States series, three manuscripts (486 pages) for the Publications Review Board, and eight miscellaneous documents (414) pages.

Records Management Division

Discussions between personnel from the Records Systems Branch and the [REDACTED], DO, concerning a revision to a form which [REDACTED] deciding that not only was the new form not needed, but that the old one should be discontinued. This means that 74 packages of the old form will be wasted but savings will result in not producing the new form and in manpower which will not be used in continuing to process the old form.

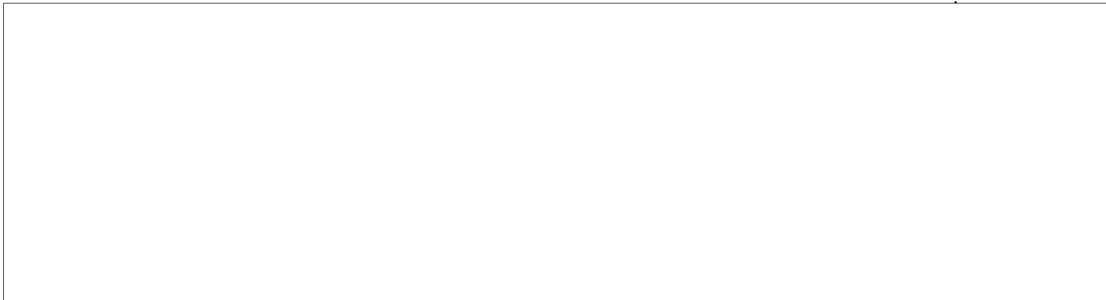
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The DCI Records Management Officer submitted records control schedules for the Inspector General, Audit Staff, Office of Equal Employment Opportunity, Public Affairs, and the consolidated Office of the DCI which includes the DDCI, Executive Director, Executive Registry, Administrative Officer/DCI, and History Staff. The schedules will be reviewed in detail with each Office concerned.

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from background.

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Information and Privacy Division

A separate report is attached.



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Attachment:
As stated

EXO/OIS:  (17 Nov 1982)

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